



**APPROVED BOARD OF DIRECTORS MEETING MINUTES OF
DECEMBER 2, 2008**

Members Present

Dr. Barbara Weinstein
Christina Worley
Tana Ebbole
John O'Malley
Kenneth Kahn
Kerry Perl
Kristy Pressly
Leondrae Camel
MJ Steele
Dr. Marsha Fishbane
Perry Borman
Philippe Jeck
Ruth Doran
Traver Gruen-Kennedy
Patrick Cannan
Nicole Matlock

Members Absent

Alvin Leaks
Dr. Carmen Nicholas
Dr. Roanne Moreno
Wanda Baldwin

Guests

Terrie Ellis
Dianne Strock
Pamela Kane
Laura Coffy
Gail Fabian
Sally Laws
Barry Miller
Karen Deringer
Ainsworth Geddes
Doreen Moskowitz

Ex-officio

Warren Eldridge
Vivian Blackmon-Taylor
Mike Sothen
Christie Young
Ginger Gladden

These minutes summarize key action items of the meeting of the Board of Directors for the Early Learning Coalition. They do not include all issues discussed. A transcript of the meeting by recorded audiotape is the official record and is available to all interested parties.

CALL TO ORDER

Chair Traver Gruen-Kennedy called the meeting to order at 1:00 p.m. A quorum of voting members was established.

CHANGES, ADDITIONS, DELETIONS TO THE AGENDA

New banking services to be discussed under New Business.

CHAIR COMMENTS (Traver Gruen-Kennedy)

Traver Gruen-Kennedy introduced the new attorneys at Sachs, Sax & Caplan to the Coalition. The new attorneys are Laura Coffy and Pam Kane. He also stated there are police on the premises due to a disgruntled parent. The Coalition has gone through the grievance process with this parent but was unsure of the parent's attendance today.

EXECUTIVE DIRECTOR REPORT

Warren Eldridge reported the following:

- 1) Helene Rosen has resigned with Sachs, Sax & Caplan but would like to continue to serve the Coalition. Mr. Eldridge would like to schedule a Nominating Committee meeting to discuss open seats for the parent, child care provider, and gubernatorial appointee seats.
- 2) The Coalition is working closely with the Children Services Council on the Afterschool Project. Mr. Eldridge thanked Family Central for moving quickly over the past two months. We have enrolled 667 children.

3) The Economic Summit is coming up in January 2009. Please go on the website and sign up. This is an incredible opportunity to see someone from the Federal Reserve speak about early care and education.

4) There is a movement in the community to require a high school diploma for child care professionals. PD2 has requested the Coalition send a letter to licensing (**ACTION**). It will be on the agenda for the next Board meeting.

PRESENTATIONS

Lisa Williams of the Children's Services Council presented two reports to the Board that the CSC publishes annually. *Does School Readiness Really Impact School Success Data and Research Review* and *Early Care and Education: School Readiness Update*.

CONSENT ITEMS

The following items were on the Consent agenda:

- A. Approval of Special Board of Directors Meeting Minutes of August 26, 2008
- B. Approval of Board of Directors Meeting Minutes of October 14, 2008
- C. Approval of Plan Amendment
- D. Approval of Finance Report

Tana Ebbole motioned, Marsha Fishbane seconded, and the Board unanimously voted to approve the Consent Items.

OLD BUSINESS

Child Care Slot Utilization

Mike Sothen reported on the Child Care Slot Utilization. The Coalition is expending 97% of the slot funds and in October 2008 the Coalition served 9,100 children. The Coalition is on target for school readiness slot utilization.

Legislative Update

Warren Eldridge spoke with Bill Ammons with the Agency for Workforce Innovation's budget office and was asked to hold back \$360,000 (4% of general revenue) for slots because there may be a reduction in an upcoming special session in January 2009. Our school readiness budget this year was \$600,000 less than the previous year and now in January 2009 another \$600,000 reduction is expected. Two hundred and twenty children will be affected by these reductions. Warren Eldridge emphasized that Board members must meet with legislators to help lessen these reductions.

Ken Kahn suggested that Warren Eldridge get in touch with Katherine Schmidt because a lot of federal money will be going into job creation and there will be conversations about child care with more working parents (**ACTION**).

OPPAGA Report

The current OPPAGA Report publication is misleading. The percentage spent on administration and program activities in the fiscal year 2006-07 is inconsistent. Each Coalition records their expenditures differently.

VPK Update

Sally Laws of Family Central reported there are more VPK certificates issued this year than last year. Head Start has a VPK enrollment coming up where more than 600 children will enroll into the VPK program. Another 200 children will be enrolled in the East Coast Migrant Head Start Project.

NEW BUSINESS

Procurement of Services

Vivian Blackmon-Taylor reported on the procurement services for the VPK and School Readiness programs. There are four separate procurements: Core Services, Quality Support Services, Quality Assurance Compliance Monitoring, and Healthy Beginnings Entry Agency.

The Coalition requested that the Board gives staff authority to issue a Notice of Intent to Award Contract to Family Central for Quality Assurance Compliance Monitoring.

Pat Cannan motioned, John O'Malley seconded, and the Board unanimously voted to approve the Coalition staff authority to issue a Notice of Intent to Award Contract to Family Central for Quality Assurance Compliance Monitoring.

The Coalition requested that the Board gives staff authority to issue a Notice of Intent to Award Contract to Family Central for Quality Support Services.

Pat Cannan motioned, Philippe Jeck seconded, and the Board unanimously voted to approve the Coalition staff authority to issue a Notice of Intent to Award Contract to Family Central for Quality Support Services.

The final procurement of services is the Healthy Beginnings Entry Agency. This procurement provides services for developmental screening services for children who receive School Readiness funds. The Coalition requests the Board to authorize staff to contract with the agency recommended by CSC at the meeting scheduled the evening of December 2, 2008. This agency will be selected as a result of a joint Coalition and CSC procurement. Notify the Board the agency that is selected (**ACTION**).

Marsha Fishbane motioned, Christina Worley seconded, and the Board unanimously voted to approve CSCs recommended agency for Healthy Beginnings Entry Agency services.

Tana Ebole answered questions from the Board regarding the entry agency and developmental screening processes. She also answered questions on the entry agency's interaction with community partners such as Child Find, IDEA, and Early Steps.

Authorization to Enter Into Service Contracts

Christie Young mentioned that Coalition staff is requesting the Board's approval to move forward with preparing and executing the contracts for the RFP, the two ITN's and the Healthy Beginnings Entry Agency ITN and to authorize the Chair to sign the contracts. The contracts will be reviewed by Coalition staff, the contractor's staff, and the respective attorneys.

Tana Ebole motioned, Ken Kahn seconded, and the Board unanimously voted to authorize the Coalition to prepare and execute the contracts listed above and authorized the Chair to sign the contracts.

Quality Rating Improvement System Update

Christie Young updated the Board on the multi-county QRIS collaboration group that includes 11 Florida counties. They have initiated and scheduled quarterly conference calls and workgroups. One workgroup is for the family child care home and the second workgroup is for professional

development. The next meeting will be in February 2009. Also, the Coalition is currently in the transition phase from QIS to QRIS. This transition will be completed in 2009.

Memorandum of Understanding

Warren Eldridge reported that three Head Start grantees signed a Memorandum of Understanding (MOU) that complies with the Head Start Reauthorization Act. The grantees are Palm Beach County Head Start and Early Head Start; Lutheran Services Florida PEPPI Head Start; and East Coast Migrant Head Start Project.

Banking Report

Mike Sothen reported that it is good business practice to shop for banking services especially when they represent a significant expenditure to the organization. There are five major areas that will help determine our selection. They are as follows: 1) The Coalition must maintain the current \$4.3 million line of credit in case the State delays reimbursements; interest rate on the line of credit and origination fees, if any, on the line of credit. 2) The level of online banking services such as electronic fund transfers. 3) Elimination of institution risk. 4) Investment return and capital preservation. 5) Bank fees.

The Coalition has sent out requests for quotes to six different banks. Some are regional banks and others are multi-national banks. This will provide a good mix in terms of what they will propose. The banks are listed as follows: Bank of New York Mellon, Wachovia Bank, Bank Atlantic, Bank of America, Colonial Bank, Seacoast National Bank, and Commerce Bank.

BOARD COMMENTS

Ken Kahn recommended that the Board meet on a day other than Tuesday in order to allow for a County Commissioner to attend.

Christina Worley noticed in the OPPAGA Report that Western Kentucky University offers a free Board Member Training Manual upon request.

Dr. Barbara Weinstein thanked the Coalition and Family Central employees for working very hard on the ITN's to make sure the children receive the best services.

Philippe Jeck, Traver Gruen-Kennedy and Warren Eldridge recognized Ruth Doran for serving two terms on the Coalition Board and doing an outstanding job.

PUBLIC COMMENTS

There were none.

NEXT MEETING

March 19, 2009

ADJOURNMENT

Tana Ebbole motioned, Marsha Fishbane seconded, and the Board unanimously voted to adjourn the meeting. The Chair adjourned the meeting at approximately 2:35 p.m.